

18 May 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Office Management Seminar

Fourteen senior secretaries, in grades GS-08 to GS-11, representing all four directorates and the O/DCI are attending the seminar being conducted Tuesday through Friday of this week at the [redacted] STATINTL [redacted]. We had 20 applications for the 14 slots; the remaining six are being held for the next course.

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C. Performance Appraisal Workshop

A special workshop was presented for 14 OTR supervisors from the Language School and the Operations School on Tuesday and Wednesday, 15-16 May. The workshop stressed performance appraisal as a management tool, approaches to preparing the Fitness Report and discussing it with the employee, ways of increasing objectivity, and the problem of escalation of ratings.

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E. Seminar on Language Testing

[redacted] of the Language School staff attended a seminar on language testing sponsored by the International Association of Applied Linguistics in San Juan, Puerto Rico, 10-12 May. He was one of 16 linguists invited, and chaired one of the sessions. Other participants included members of language departments from universities in the United States, Canada, Europe, and Israel.

II. Upcoming Developments

A. Microfilm Information Systems Seminar

Thirty-seven Agency employees will attend the final running of the seminar, 22-24 May. The contract with [redacted] expires with this class, and, because of a lack of new requirements, we do not plan to renew it.

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B. Energy Challenge Program

Arrangements for the program to be held in the Headquarters auditorium on Tuesday, 22 May, are nearly complete. Posters have been printed and posted, and tickets have been distributed along with reading material, which includes a Shell Oil Company publication, The National Energy Outlook, and a recent article in Foreign Affairs by James Akins of the State Department.

Mr. Colby will open the program and will be followed by Mr. Keith Doig, Vice President for Planning and Economics, Shell Oil Company, presenting a technological forecast of the energy situation. For the afternoon session, a panel of government officials will discuss the "Implications of the Energy Challenge for U.S. Policy." About one hour will be allowed at the end of the program for general discussion and questions from the audience. Six officials have tentatively accepted the invitation with the understanding that the developing energy policy situation may result in last-minute withdrawal of some. These participants are: Charles DiBona, Special Consultant to the President (Mr. DiBona will be chairman of the panel); John Knubel, NSC Staff; Frank A. Mau, Office of Fuels and Energy, Department of Commerce; William Truppner, Assistant Director for Resource Analysis, Office of Emergency Preparedness; and James West, Staff Assistant to the Assistant Secretary of the Interior for Energy and Minerals.

STATINTL C. Presentation on Visual Aids

[redacted] will give a two-hour lecture-demonstration on the design and use of visual aids on Wednesday, 13 June, 1000-1200 hours, in room GA-13 at Headquarters. An OTR Special Bulletin will announce the details.

STATINTL D. Students and Wives Overseas Orientation Program

As part of the OC's annual program for their officers and wives readying for assignments overseas, three OTR instructors will give three days of briefings on CIA and its responsibilities in the Community, communism, and on the personal challenges in living abroad as an Agency employee or dependent. The briefings will also cover the support the Agency provides them at their field posts. The program is scheduled for the week of 25 June.

STATINTL E. NSA Officer to Attend Intelligence in World Affairs

[redacted], a member of the training staff and Director of NSA's National Senior Cryptologic Course, will attend selected segments of the four-week course which begins on 21 May. [redacted] has been most cooperative in making arrangements for the two days that students in our Intelligence Production Course spend at NSA.) His purpose is to gain an orientation to CIA and its activities and to sample the various teaching methods we use.

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F. January 1973 CT Class Activities

The current Career Training class is having an eventful week. During the morning of 18 May, Mr. Colby will meet with the class in the BCI Conference Room. During the afternoon the CTs will meet with their Program Officers to report on their first interim assignments, which are drawing to a close. And on Saturday, 19 May, the CTs and their wives will meet with the CT Staff and two former CTs [redacted] to discuss the Agency family in an overseas environment.

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STATINTL G. Proposed Study by CIA's Womens Advisory Panel

According to [redacted] CIA's Federal Womens Coordinator, the Panel plans to make a study of female participation in the Career Training Program. OTR will provide the panel members with statistical data and whatever guidance possible.

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Alfonso Rodriguez
Director of Training